

## ROLE PROFILE

<b>Job Title:</b> Maintenance Quantity Surveyor	<b>Role Reports to:</b> Assistant Commercial Manager	<b>Business Function:</b> Fix360	<b>Evaluated Tier:</b>
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<p><b>Job Purpose:</b></p> <p>Provide advice, report on and control the commercial aspects of projects and planned maintenance works. Provide support to the Assistant Commercial Manager (ACM) and operations team to allow planned maintenance works to be safely delivered on time, to budget and to achieve the highest levels of customer satisfaction. Additional responsibilities will include supporting the ACM in driving through cost reduction, client invoicing, dispute resolution and mobilisation of new workstreams, management of commercial governance, development of automating activities and instillation of a lean philosophy within the commercial team and wider Fix360 business</p>	<p><b>Key Competencies:</b></p> <ul style="list-style-type: none"> <li>• Flexibility &amp; Resilience</li> <li>• Meeting Customer Needs</li> <li>• Interpersonal Understanding</li> <li>• Results Focus</li> <li>• Commercial Focus</li> <li>• Problem Solving &amp; Decision Making</li> <li>• Future Focus</li> <li>• Gathering/Seeking Information</li> </ul>
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<p><b>Key Responsibilities:</b></p> <p><b>Revenue:</b></p> <ul style="list-style-type: none"> <li>• Own the responsibility of accurate and timely invoicing of planned and project works to the client</li> <li>• Produce bill of quantity / activity schedule for payment purposes</li> <li>• Correct and timely applications of variations to client teams</li> <li>• Regular client meetings to ensure Fix360 full entitlement is recovered</li> </ul>
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**Commercial Lean Philosophy**

- Assist in the development and implementation of the cost reduction improvement plan
- Produce cash flow forecasts for internal and client purposes
- Preparation of the monthly CVR for planned and project works
- Resolution of day to day disagreements and disputes subcontractors
- Provide estimates and quotations to the client on an as required basis
- Provide various commercial reports identifying commercial performance to key stakeholders

**Cost Management**

- Review and approval of variations to subcontractors
- Review subcontractor invoices to ensure that costs are approved in line with the formal contractual agreements
- Contribute to and attend financial and progress meetings with the client or subcontractors as required.

**Commercial Auditing:**

- Carry out regular internal audit activities

**Development of Fix360:**

- Support the commercial aspects of new workstream mobilisations

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Commercial experience in the following areas:               <ul style="list-style-type: none"> <li>○ High volume, small value jobs</li> <li>○ Planned maintenance works</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ New build construction experience</li> </ul>

	<ul style="list-style-type: none"> <li>○ Mobilisation of new work streams</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>● Proven ability to identify and deliver cost savings</li> <li>● Ability to present information in the most appropriate manner eg Performance Dashboards, Target Glidepaths etc</li> <li>● Intermediate Excel skills, with proficiency in vLookups, Pivot tables, dashboard design and implementation</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Experience of standard building contracts, eg NEC Engineering and Construction Contract</li> <li>● Experience of commercial dispute resolution</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working with a standard building contract in a live environment eg NEC, JCT</li> <li>● Previous People Management Experience</li> </ul>
<b>Qualifications/Education</b>	<ul style="list-style-type: none"> <li>● To have, or currently be working towards a relevant degree level qualification or equivalent</li> <li>● GCSE Maths and English (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>● Member of an appropriate professional body eg Royal Institute of Chartered Surveyors (RICS)</li> </ul>

<b>People Management Responsibility?</b>	This role has line management responsibility
<b>Budgetary Responsibility?</b>	This post has no direct budgetary responsibility, but will be responsibility for cost and cash management of an increasing cost budget
<b>Key Relationships (internal/external)</b>	<ul style="list-style-type: none"> <li>● Ability to build effective working relationships with all stakeholders</li> </ul>

	<ul style="list-style-type: none"> <li>• Strong ability to work effectively across internal depts., eg Procurement, Operations, Finance and client teams, as well as external relationships across our supply chain partners (subcontractors and suppliers)</li> </ul>
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**Safeguarding of Children Young people and Vulnerable Adults**  
 Your Housing Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

As a Your Housing Group employee, it is your responsibility to attend safeguarding training in accordance with YHG safeguarding training strategy and to be aware of and work in accordance with the YHG safeguarding policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.

<p><b>Key Performance Indicators</b></p> <ol style="list-style-type: none"> <li>1. Ensuring compliance to all commercial processes within the commercial team (measured via monthly audit)</li> <li>2. Subcontractor administration of contractual and H&amp;S documentation</li> <li>3. Invoicing speed and invoicing accuracy (measured via monthly audit)</li> <li>4. Valuations carried out on a timely basis</li> <li>5. Accurate monthly forecasting</li> <li>6. Delivery of cost savings on planned / project works</li> <li>7. Benefits realised recording (measured monthly)</li> <li>8. Delivery of regular and documented staff one to ones</li> </ol>
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<b>Date Role Profile Created/Updated:</b>	<b>September 2019</b>
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Signed By	Print Name	Job Title	Date



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HR Director Signature	Print Name	Date

**Role Profile Template 2018 v1.0**

YHG Values: Passion

Pride

Creativity